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SUMMARY AND RECOMMENDATION FOR THE COMMITTEE

16 July 1957

SUGGESTION NO. 3077: dated 18 April 1957

25X1A

A. Summary of Suggestion

The suggester proposed having requests for Provisional and Operational Approvals include the "green list request" and the "approval requests" and both be forwarded to CI/ [REDACTED] simultaneously, thereby enabling a file number to be assigned both and eliminating much number searching time when the green list is handcarried to [REDACTED]. He also proposed that Provisional Operational Approvals be stamped "Priority" by the CI/ [REDACTED], thereby expediting their processing.

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B. Summary of Evaluation

On 24 June 1957, Chief, Counter Intelligence, [REDACTED] Approval, stated the following, that having the Green List requests forwarded to the Processing Branch with the requests for approvals has resulted in the savings of many man-hours as well as speeding the time element involved in granting Provisional Operational Approvals.

25X1A

He also stated that by having the requests forwarded first to the Processing Branch, it is possible to place the priority stamp on all requests for Provisional Operational Approvals. This serves as a flash to [REDACTED] and the requests are handled on a priority basis. It is estimated that perhaps an average two hours a day have been saved a GS-5 clerk by having the Green List requests forwarded to CI/ [REDACTED] with the approval requests.

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C. Executive Secretary's Recommendation

1. Adoption of suggestion.
2. Award of \$50.00 based on tangible savings of \$915.20 per year (Grade GS-5 at \$1.76 per hr. for 10 hours per week).

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D. Decision of Committee

X Adopted

15 Award

✓ Letter of Appreciation

 Not Adopted

*list
pending
check up*

Ltr of Appr.

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